

EXAMPLE OF A GOOD MONTHLY PROGRESS REPORT

Project: Wetlands Study Center
GLO Contract No.: 03-040
Reporting Period: March 2003

Task 1. Purchase restroom materials, build restrooms, and install bathroom fixtures, lights, and doors in Texas A&M Wetland Pavilion.

- **Status:** Plans for the restrooms were included in the bid package for the Wetlands Pavilion that was put out for bids. Prices for restroom fixtures, lights, and doors were collected from vendors and are being used for placement in purchase orders as separate items from the building construction.
- **Major Accomplishments:** Specifications for restroom fixtures were developed. Bids for construction of restrooms along with Pavilion were requested from contractors. An option of the bid package is for a contractor to install the fixtures during building construction.
- **Identification of Problems:** None.
- **Plans for Next Reporting Period:** Award bids and begin construction.

Task 2. Purchase of tables, aquaria, and teaching aids.

- **Status.** Only preliminary preview of table types has been accomplished.
- **Major Accomplishments:** None.
- **Identification of Problems and Obstacles:** None.
- **Plans for Next Reporting Period:** Determine specifications of tables, aquaria, and teaching aids needed to be placed in purchase orders.

Task 3. Construction of 7,800 feet of trails to wetlands and bay edge habitat.

- **Status:** Proposed location of trails were examined in the field. Boundaries of wetlands were determined and surveyed with a GPS accurate to 1 cm. From the GPS data, maps were drawn to show trails in relation to existing wetlands and proposed new wetlands that will be constructed under a separate contract.
- **Major Accomplishments:** Boundaries of freshwater wetlands were surveyed. Existing and proposed wetlands were drawn on maps in ArcView GIS program. Location of proposed trails were reconfirmed or shifted as needed in relation to proposed wetland work that will be done on TAMUG campus.
- **Identification of Problems or Obstacles:** None.
- **Plans for Next Reporting Period:** Stake location of trails in field.